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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, ICAPS

DATE: 29 June 1947

FROM : Advisor for Management, ICAPS

SUBJECT:

1. The functions of the Executive Director to be stated in the revised organization charts are quoted below:

- "1. Supervises the entire administration of CIG.
- "2. Is the principal staff officer of the Director to control and coordinate the activities of CIG.
- "3. Coordinates the activities of ICAPS and the Secretariat NIA with other CIG activities.
- "4. Is the normal channel for all matters requiring the attention of the Director and Deputy Director."

2. In view of paragraphs 3 and 4 of the stated functions I believe that all papers for the NIA and IAB should be routed through the Executive Director for his determination as to whether he or a higher authority should sign them.

3. The quoted statement of functions specifically requires that all matters for the attention of the Director or the Deputy Director shall be routed through the Executive Director, and none should go direct to the Director or his Deputy.

4. The Deputy Director in my opinion has the complete authority of the Director insofar as the operations of ICAPS are concerned. The delivery of papers to the front office should be as indicated in paragraph 4 of the functions of the Executive Director.

5. My personal feeling and suggestions in connection with the relation of ICAPS to the front offices is--

a. That all papers requiring the attention of either the Director or his Deputy should be routed through the Executive Director.

b. That the Executive Director, by virtue of his stated functions, should have the power of review and further coordination prior to presentation to either the Deputy or the Director.

c. That the Chief, ICAPS, should have at all times immediate access to either the Deputy Director or to the Director in matters affecting his staff, and that when direct access is resorted to that the Chief, ICAPS, should inform the Executive Director either verbally or in writing of any decisions arrived at in connection with direct conference.

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6. The above opinions are based on my conviction that the Executive Director, in order to properly perform his assigned functions, must be at all times completely conversant and familiar with all problems, both operational and administrative, in connection with CIG operations. I do not believe that the procedures indicated will actually prove to be in any way really restrictive to ICAPS operations.

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